

## Sample Storage Contract

This Storage Contract is entered into by sponsor and storage facility for a one year period from \_\_\_\_\_ to \_\_\_\_\_. Storage facility agrees to and assures the sponsor and State Food Distribution Agency that:

1. The facilities will be maintained in accordance with the standards specified in code of federal regulations statute 250.14 (a) which state that:

Facilities are sanitary and free from rodent, bird, insect and other animal infestation;

Safeguards are implemented against theft, spoilage and other loss;

Donated foods are maintained at proper storage temperatures and properly monitored;

Facility will stock and space foods in a manner so that USDA-donated foods are readily identified;

Donated foods are stored off the floor in a manner to allow for adequate ventilation; and

All necessary protective measures are taken.

2. Donated food shall be clearly identified.
3. An inventory system shall be maintained and an annual physical inventory will be conducted; and reconciled with the inventory records.
4. Upon 30 days written notice this contract may be terminated for cause by either party.
5. This contract can and will be immediately terminated due to noncompliance to any federal regulation in section 250.14 of the Code of Federal Regulations.
6. Full Insurance coverage has been purchased to protect the value of donated food items stored.
7. The storage facility management gives consent for inspection and inventory by sponsor, the State Food Distribution Agency, Comptroller General or any of their duly authorized representatives.

This storage contract may be extended at the option of both parties for two additional one year periods. At the time of the extension the storage facility agrees to update all pertinent information and demonstrate that all donated foods received during the previous contract period have been accounted for and correctly inventoried.

The storage facility shall only allow sponsor and their delegated agent access to stored donated foods. Storage facility accepts all responsibility for the condition, receipt, disbursement and safety of USDA donated foods stored on its premises.

SIGNED

SPONSOR

STORAGE FACILITY

Dated: \_\_\_\_\_